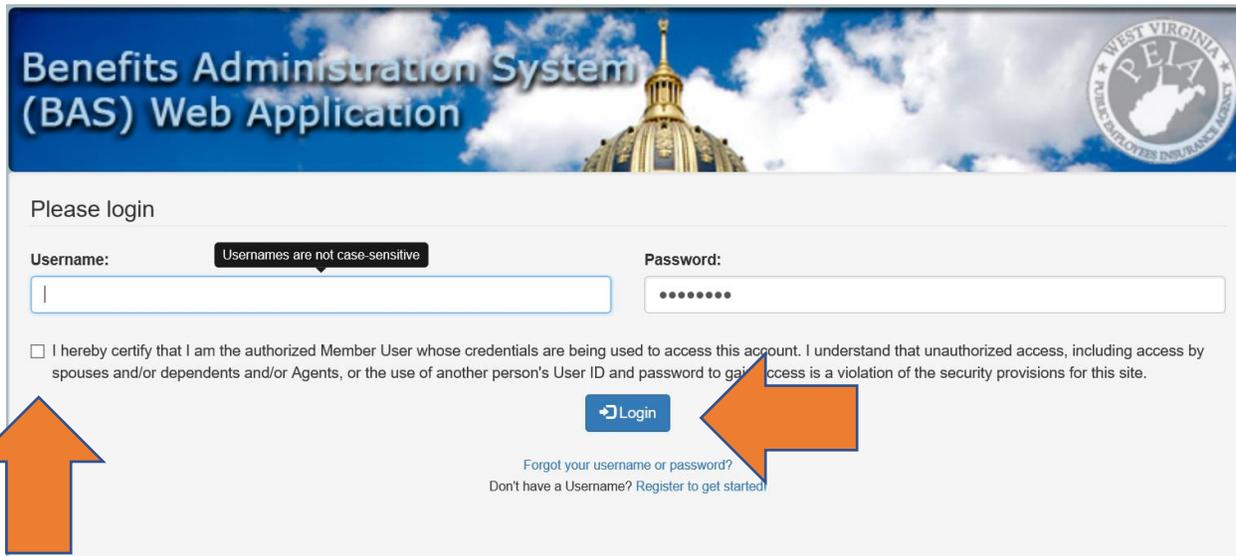


How to Change your Email Address in MMB

Go to PEIA.wv.gov on your internet browser.



Click on the green Manage My Benefits button.



Enter your Username and password and click on the box to certify that you are the authorized user. Then click on the Login button.

Log into your Manage My Benefits Account and click on "My Account"



Scroll down to the "Contact Information" section. Type in your new email address and then tab over and type it in again to verify the information.

INFORMATION
This is what you will use to log into the Benefits Administration Web Application.

Username:

- At least 4 characters in length, but not longer than 20 characters.
- We suggest not using your email address.

Password Strength

Password:

Verify Password:

- Must contain at least 1 letter & 1 number.
- Must be 6-15 characters in length.
- Case-sensitive.

Contact Information

- Email addresses can not be shared between accounts (e.g., between a husband and wife who are both PEIA policyholders).
- If you do not have an email address, check with your Internet Service Provider (ISP) as many provide free email accounts to their members.

Email Address:

Verify Email:

E-Delivery

By selecting E-Delivery, you are choosing to have all communications from PEIA not protected by HIPAA sent to the email address assigned to your Manage My Benefits account. Also, by selecting this checkbox, you agree that you have read and understand the Terms of Use.

Opt-in for E-Delivery

Security Questions

If you forget your password, we will ask for the answer to your security questions.

- Enter an answer that is memorable, but not easy to guess.
- Answers should be a minimum of 4 characters long but not more than 30 characters.
- Enter answers that are not likely to change over time.

In what city or town was your first job?

What is the middle name of your youngest child?

Where were you when you had your first kiss?

Then click Save. Your email address is update with PEIA is now completed.